



Date Received	Fee	Method of Payment

[For internal use only]

Application Number: \_\_\_\_\_

## SPECIAL EVENTS APPLICATION

- \* Each Application is due a minimum of 60 days prior to an event.
- \*\* A Pre-Application Meeting with Village Staff is required before submission.
- \*\*\* The required Application Fee is due upon submission of Application.

### **SUBMISSION CHECKLIST**

						SUBMITTED
1. Application has been fully completed, including full address and location of the subject property.						<input type="checkbox"/>
2. Cover Letter providing a full description of the proposed use, including specific dates, hours of operation & legal description of the property, etc.						<input type="checkbox"/>
3. Survey or Site Plan depicting the proposal, detailed location, available parking, existing structures, proposed temporary structures, proposed signage, sanitary facilities, existing or proposed lighting, generators, and operational plan, etc.						<input type="checkbox"/>
4. A notarized statement signed by the owner of property authorizing the proposed event.						<input type="checkbox"/>
5. If the Special Event is to be held on Village property, a Certificate of Insurance, naming the Village of Indiantown as an additional insured, must be provided.						<input type="checkbox"/>
<b>A.</b>	Name of Event Host, Business or Organization					
	Name of Event					
	Set-up will Begin	Date		Time		
	Event Date and Time	Date		Time		
	Break-down will be Complete	Date		Time		
	Event Location					
	Estimated Number of Attendees					
	If event was previously held, Previous Number of Attendees					
	Estimated Number of All Vendors					
	Organization Producing the Event					
<b>B.</b>	Name of Primary Contact					
	Phone					
	Email					
	Name of Secondary Contact					
	Phone					
	Email					

C.	<b>EVENT INFORMATION</b>									
	Purpose of the Event									
	Detailed Description of the Event									
	Admission Prices / Donations									
D.	<b>PARKING</b>									
	Where will parking be provided?		On-site				Off-site			
	How many parking spaces will be provided?									
	<b>Please provide parking details on the Site Plan.</b>									
E.	<b>ALCOHOLIC BEVERAGES</b>									
	Will alcohol be available at the event?		Yes				No			
	If yes, and if alcohol is sold, please provide a copy of the State of Florida Alcoholic Beverage License. Village of Indiantown zoning approval may be required for an Alcoholic Beverage License.									
F.	<b>FOOD</b>									
	Will food be served at the event?		Yes				No			
	Will food be sold or given away?		Sold				Given Away			
	Will there be food vendors?				If yes, how many?					
	Please show vendor location(s) on the Site Plan.									
	Applicants are responsible for obtaining a temporary food permit from the Division of Hotels and Restaurants/Department of Agriculture when serving food or non-alcoholic beverages. Non-profits are exempt.									
	<b>Event organizer must certify that each vendor has State of Florida Health Department approval.</b>									
G.	<b>MUSIC</b>									
	Will music be provided at your event?		Yes				No			
	What type?									
	What time?									
	Name of the sound company									
	Will a stage be erected?		Yes				No			
	<b>All music must end at 10:00 p.m. (Martin County Code of Ordinances)</b>									
H.	<b>FIRE / EMERGENCY MEDICAL SERVICES</b>									
	Are you requesting Fire / EMS at your event?		Yes				No			
	Date						Times			
	The Fire Chief will make the final determination for the need and number of fire / rescue personnel required.									
	<b>LAW ENFORCEMENT SERVICES</b>									

I.	Are you requesting law enforcement services at your event?		Yes		No	
	Dates		Times			
	Traffic Control		Public Safety		External Security	
	Crowd Control		Personnel Safety		Internal Security	
	<b>Events that serve alcohol, close roadways, restrict traffic or are walks or runs will require law enforcement.</b>					
The Sheriff's Department will make the final determination for the need and number of Deputies required.						
J.	<b>PRIVATE SECURITY SERVICES</b>					
	Will private security be provided?			If yes, provide company name.		
	Will crowd control be provided?			If yes, provide company name, date and time.		
K.	<b>CLEAN UP / SANITATION / RECYCLING</b>					
	Will there be trash and recycling generated from this event?		Yes		No	
	Person managing clean up after the event.					
	Will portable toilets be used?		Yes		No	
	If yes, who will provide them and remove them?					
	How many portable toilets will be provided?					
	<b>Clean-up must be provided by the Event Host. Garbage receptacle estimates shall be based on the amount of people attending and if food is provided. If food is served, a Waste Removal Plan shall be provided.</b>					
	Dumpster. (Size of dumpster to be determined by Waste Management, Inc. based on the size of the event.)			Dumpster Size		
L.	<b>STREETS</b>					
	Are you planning on closing streets?		Yes		No	
	Estimated time of street closures	Start Date:		Time:		
		End Date:		Time:		
	<b>Village Council approval is required to close streets. Please attach a Maintenance of Traffic (MOT) Plan for the streets to be closed and a copy of a quote from a vendor on how the streets will be closed and then opened after the event. Please attach a public notice plan for notifying businesses and residents affected by the street closures.</b>					
M.	<b>ELECTRICITY</b>					
	Will electricity be used?		Yes		No	
	Will generators be used?		Yes		No	
	Number of Generators					
	Name of Company providing service?					
	What type of equipment will be used?					
	<b>Lighting is required for an event taking place after dark. Site Plan must indicate source of electricity and location of generators. A Building Permit is required for generators.</b>					
<b>TENTS-CANOPIES-BOOTH-STAGES</b>						

<b>N.</b>	Will tents, stages, ticket booths, etc. be erected?		Yes		No	
	If yes, what size and how many?					
	Please include the location of these items on the required Site Plan.					
	<b>All tents or canopies over 10'x12' shall bear a current "Flame Retardant" material insignia. Tents less than 900 square feet require a Village of Indiantown Tent Permit. Tents of 900 square feet or greater require approval from the Martin County Fire Department. The telephone number is (772) 463-7801.</b>					
<b>O.</b>	<b>AMUSEMENT RIDES &amp; BOUNCE HOUSES</b>					
	Will the event include amusement rides or children's games?		Yes		No	
	If yes, what kind?					
	If yes, provide the company name and phone number.				Phone	
	<b>A copy of the annual permit issued by the State of Florida for amusement rides must be provided.</b>					
<b>P.</b>	<b>LIABILITY INSURANCE</b> <b>(Attach valid Certificate of Insurance)</b>					
	Name of Insurance Company					
	Contact Name				Phone	
<b>Q.</b>	<b>BANNERS / SIGNS</b>					
	Will banners or other signs be used?		Yes		No	
	<b>If signs or banners are used, a Building Permit must be obtained from the Indiantown Building Division.</b> <b>Signage associated with a special event shall be included for review and approval with the Special Event Application and may be installed one day prior to the event and shall be removed at the conclusion of the event. Signage is limited to the site of the event. Directional signs may be permitted in the right-of-way adjacent to event site or associated parking area(s) on the day(s) of the event subject to approval.</b>					
<b>R.</b>	<b>SALES ITEMS</b>					
	Will items be sold during the event?		Yes		No	
	Who will sell these items?					
<b>The applicant must be able to verify Florida Sales Tax Numbers for all vendors.</b>						
<b>S.</b>	<b>FIREWORKS</b>					
	Will fireworks be part of the event?		Yes		No	
	If yes, who is responsible for the display?				Phone	
	Where will the fireworks be staged?					
	How will the fireworks be stored?					
	What time will the display begin?					
	<b>Village Council approval is required for fireworks. A permit from the Martin County Fire Department is also required. If fireworks are shot over the water or if waterfront facilities are used, permission is required from U.S. Coast Guard.</b>					
<b>APPLICATION CERTIFICATION</b>						

By accepting such a permit, the permittee(s) agrees to defend, indemnify and hold harmless the Village of Indiantown, its officers, employees and agents for any and all liability arising out of the actions permitted by said Special Event Permit, and the permittee(s) agrees to pay on behalf of the Village of Indiantown, all claims, damages, judgments, legal and court cost, adjuster fees, and attorney fees related thereto.

**The permittee(s) agrees to provide to the Village of Indiantown with a Certificate of Liability Insurance naming the Village as additional insured, and which includes coverage for the effective date(s) of the Event, and with a minimum limit of liability of \$1,000,000 (one million dollars).**

Failure to comply with the terms of this permit is grounds for denial or revocation. False or misleading information shall be grounds for denial of the Special Event Permit Application.

The organization represented by Applicant, its employees, subcontractors, or assigns, including acknowledges that he/she, together with any organization represented by Applicant, shall be solely responsible by complying with the terms of the Permit. I further understand that failure to comply with any of the provisions specified herein may result in immediate cancellation of this event by Village officials.

The applicant acknowledges that he/she has read and understands Sections 3-4.15 and 3-5.7 of the Village of Indiantown Land Development Regulations, as the same pertains to prohibited signs and structures within Indiantown, and that violation of these provisions are punishable.

\_\_\_\_\_  
Signature of Applicant or Authorized Agent

\_\_\_\_\_  
Date

**NOTARY**

STATE OF FLORIDA:

COUNTY OF \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public  
Notary Public for the State of Florida

My Commission Expires: \_\_\_\_\_

Rev. Mar. 2023